

Baseline Visit:

1. Study Coordinator consents patient **FIRST**
 - If patient decides not to participate, thank him/her and pay \$15. That is the end of the visit. Do not complete any other steps below
 - If consent is yes, tear off the last two pages of the consent form and continue
2. Randomize by pulling the next **BIG ENVELOPE (numbered consecutively in order they should be pulled, i.e. 1, 2, ... 30)**
3. Pull out the contents of the **BIG ENVELOPE**. Find the labels with Patient ID #'s.
4. Put a label on both the signature page and the demographics page of the consent form.
5. Fill out the information at the top of the ***Patient Data Collection Form***
6. Obtain Height, Weight, BMI and BP – record results on ***Patient Data Collection Form***
7. Draw blood sample using the supplies provided by the AAFP NRN
 - Pull the label marked with –BL and stick it on the collection tube
 - Complete ***Liposcience Requisition Form*** (write the visit date)
8. Patient completes ***Patient Health Survey*** and eats a snack
9. Have patient complete 3-minute step test – record results on ***Patient Data Collection Form***
10. Patient is finished. Pay patient \$15
11. Schedule next appointment if possible.

After patient leaves:

12. Prepare blood for shipping:

- Centrifuge sample for 10-15 minutes
- Refrigerate sample within 4 hours and store until ready to ship
- Put ***Liposcience Requisition Form*** in front pocket of the specimen bag
- Put collection tube inside the zip pocket of the specimen bag

Blood shipping:

- Blood should be shipped *on scheduled shipping day of week*. **DO NOT SHIP on a Friday or on the eve of a Holiday**. You should ship after the week's last scheduled research visit.
- If the last visit of the week is on Friday, ship the week's samples on Thursday and ship the Friday patient's sample on Monday.

Data shipping to the NRN:

- Ship **Yellow copy of the consent form signature page with label affixed (baseline only), Consent demographics questions with label affixed (baseline only), Patient Data Collection Form, and Patient Health Survey** to AAFP NRN in prepaid Fed Ex shipping envelopes, along with all other paper work, one day per week.
- Ship to NRN the same day that blood is shipped to Liposcience.

Record visit information on ***Appointment Report (faxed weekly by the NRN)***

Fax updated ***Appointment Report*** to 913-906-6074 once per week (on same day as shipping)